King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual	
	Chapter 5 **Intake, Transfer and Release**	
5.01.001, Intake Procedures	Approved By:	Deputy Director Steve Larsen
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	Reviewed By:	PRC, ITR Captain
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Policy
It is the policy of the Department to admit and process inmates in a manner that ensures the legality of their commitment. All inmates shall be fingerprinted, imaged in the digital imaging program and provide DNA when ordered to do so by the courts.

Purpose
To establish procedures for admitting and processing inmates into department facilities.

References
Grew v. King County

Department Policies:
- 3.01.011, Health Precaution Codes
- 4.02.005, Search of Inmates
- 4.03.006, Pepper Spray
- 4.03.009, Restraints
- 4.03.014, Use of Force
- 4.03.018, Taser CEW Conducted Electrical Weapon
- 5.01.002, Body Scanner Screening
- 5.05.001, Inmate Property Room and Storage
- 6.01.003, Hazard Identification Codes
- 6.03.007, Transgender Inmates
- 6.04.001, PREA (Prison Rape Elimination Act)
- 8.04.001, Religious Practices

Department Forms:
- Booking Packet
- Property Form
- Strip Search Form
- Jail Health Receiving Screening Form
- Permit for Eyeglasses/Dentures
- 15-minute Monitoring Log
- Superform

Jail Management System: A comprehensive digital system that is used to assist staff in managing all aspects of the facilities.
Superform: The form used by law enforcement agencies to place criminal charges upon an individual in paper form or an electronic version used in JMS.

A. General Guidelines

1. All arrestees presented for booking shall have the arresting documents screened to ensure the information supplied is accurate and complete.
2. The Jail Health Receiving Screening shall be initiated on all arrestees entering the facilities and all inmates being received from another facility.
   a) If an arrestee or inmate is medically declined, Jail Health Services shall provide the transporting officer documentation for their medical decline, and they shall remain in the custody of the arresting or transporting officer.
3. An arrestee who is accepted for the booking process shall be informed of what charges they are being booked for and the amount of their bail.
4. All inmates shall have their limited personal property itemized and a list provided to them for their signature when they are booked into custody.
5. All inmates shall be fingerprinted and digitally imaged in accordance with policy 5.02.014, Fingerprints, Imaging and DNA Collection.
6. All inmates will be provided a wristband prior to being taken to their assigned housing location.

- **Pre-Book Procedures:**
  - Booking and Release Manual